

## **How do I create a user account so I can use the Parent Portal?**

**\*\*\*You only create a Parent Portal account ONE TIME. \*\*\*\*\***

If you created an account in a previous school year, use the same log on information.  
Email [campushelp@millvillenj.gov](mailto:campushelp@millvillenj.gov) if you have problems.

Steps to follow to apply for a Parent Portal Account

1. Go to ([www.mps.millvillenj.gov](http://www.mps.millvillenj.gov)).
2. Click on **the plus sign by the Infinite Campus Portal Logon in the Site Shortcuts section (bottom left side of the district homepage).**
3. Click on the **Parent Portal Registration** link.
4. There will be two forms (which are highlighted in yellow) on this page and you must complete **both** forms by clicking on each link.
5. The two forms are the **Parent Acceptable Use Policy (Form 1)** and the **Household Information (Form 2).**
6. You can submit the forms by clicking the done button at the bottom of each form.
7. If you have any questions or problems, please email [campushelp@millvillenj.gov](mailto:campushelp@millvillenj.gov) or call (856)327-6027.
8. **Once these forms are submitted the district Technology Department will email you a Parent Portal activation code so be sure to include your email address on the application forms in the section provided.**
9. By using this code and following the instructions in the email you receive, you can setup your own account for the Parent Portal.

The Infinite Campus Parent Portal login ([www.mps.millvillenj.gov](http://www.mps.millvillenj.gov))

1. **Parent Menu – Infinite Campus Logon Page**
2. **Site Shortcuts - District Home Page on left side of page under Site Shortcuts – Infinite Campus Portal Logon**

For more information regarding the Infinite Campus Parent Portal, click on the **Parents** link on the district home page and then click on the **Infinite Campus** link.